

# COVER LETTERS & MORE



A cover letter serves as an introduction to your resume and allows you to convey your interest for a specific position.

## General Guidelines

- **Research** the organization to discover its needs and the desired qualifications for applicants.
- **Identify** qualities you possess that the company is seeking and provide examples that demonstrate these qualities.
- **Connect** selected skills/experiences/keywords on your resume to the job description and employer expectations.
- **Expand** on these points by providing specific details or examples.
- **Convey** enthusiasm and set a positive tone.
- Keep it **professional** - forget everything texting or messaging has taught you. Use proper grammar, punctuation, and spelling. Avoid abbreviations. Use plain text; no fancy fonts or backgrounds.
- **Address** letters to an individual by name and title, if possible.
- Limit your cover letter to **one page**.
- **Proofread** for spelling, typographical, and grammatical errors. Do NOT rely on spell check. Have a draft critiqued by career mentors and/or XPD staff.

### Email Correspondence

- List your name and the title of the internship/job for which you are applying in the subject line.
- Address the career contact formally (at least in the first e-mail). "Dear Mr./Ms./Dr. Jones" is a proper salutation. Verify spelling and gender.
- After emailing application materials, follow up with a phone call. Ask the contact if they have had time to review your materials and offer to answer any questions they may have.

### Thank-You Note/Email

- Write a thank-you note/email to all prospective employers after an interview or contact.
- This letter/note is a basic courtesy that can help you stand out among the candidates.
- Mention something specific that you especially appreciated.
- Also, write a note to anyone who assists in your search.

### Accept/Decline the Offer

- Express your appreciation for the position offer.
- Review your understanding of the details of the agreement (i.e. work hours, pay, benefits, etc.)
- Indicate if you are accepting or declining the offer by the date agreed upon between you and the employer.

# WRITING YOUR COVER LETTER



John B. Ennie

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March 4, 20XX

Internship Director  
Washburn Center for Children  
1100 Glenwood Avenue  
Minneapolis, MN 55405

Dear Mr./Ms./Dr. \_\_\_\_\_,

I am writing to apply for the Child/Adolescent Behavioral Health internship offered by the Washburn Center for Children which I found on the Minnesota Council of Nonprofits website. I am confident that I have the desired skills and abilities to establish a strong rapport with the clinical staff members, children and adolescents in the Behavioral Health Clinic.

Currently a junior at St. John's University working towards my Bachelor of Arts degree, I am majoring in psychology and plan to further my education in order to practice clinical psychology. Through my Abnormal Psychology course, I've enjoyed drawing intuitive connections between what I have learned in the classroom and what I will learn in the clinical setting. My experiences outside the classroom demonstrate my passion for working with children in a variety of settings. This past summer, I worked at Camp Buckskin where I facilitated group sessions on strengthening social skills and improving overall self-concept. In my roles as a Special Education substitute paraprofessional and a Special Education teaching assistant, I further strengthened my skills in working with children and adolescents living with special needs. I properly assessed children I worked with in one-on-one settings and interpreted their reactions in order to provide them with the tools and understanding needed to further their development. Additionally, as a Peer Mentor for adolescents with special needs and a Special Olympics coach, I utilized effective therapeutic techniques to help children problem solve and explain their emotions.

I believe that my strong experiential background will inform my work with children and adolescents as an intern with Washburn Center for Children. The strides that this program accomplishes with each and every one of their patients is exemplary to say the least. The prospect of initiating and developing strong relationships with a diverse population along with the possibility of participating in patient testing, assessment, therapy, and research projects are both exciting and very unique opportunities.

I have attached a copy of my resume for your review and look forward to meeting with you to further explore the contributions I could make as a Child/Adolescent Behavioral Health Intern. Thank you for your time and consideration.

Sincerely,

*John B. Ennie*

John B. Ennie

## Introduce Yourself

Introduce yourself and make them want to read more! Say who you are, the position you're applying for, and summarize your case.

## Provide Evidence

Showcase why you are the perfect fit by summarizing your education, skills, and experience relevant to the position.

## Demonstrate Passion

Demonstrate you know the company's mission, products/services, and trends. Connect your skills, experiences, and goals to the research to demonstrate how you could add value to the company.

## Close with Thanks

Reaffirm your interest and thank the reader for taking the time to consider you for the position.

## Next step...

- Have your cover letter reviewed by a career mentor.
- Review additional cover letter resources in the [XPD Canvas Course](#).

